

First Name Last Name

Teacher's Name

Name of Class

23 September 2011

Standard MLA Formatting

Documents written in Computer class and turned in to Mrs. H & Mr. B should be formatted using the standard MLA Format. Some hints about this formatting follow:

- 1" page margins (Top, Bottom, Left & Right)
- Double-spaced paragraphs. Do not leave a blank space to indicate a new paragraph. New paragraphs should be identified by the first line being indented ½". You can set this in your paragraph style or use the Tab key to indent.
- A heading with your Last Name & the Page Number (this can be omitted if only one page depending on the teacher or if the teacher does not want it)
- Standard information at the top of the first page as shown above. Make sure your date is in the Day Month Year format as shown.
- A print style plain font with both upper and lower case set at 12pt. This should be a font that you can easily see if you **type something in bold** or if you type *something in italics* and should not be an artsy type font. Fonts like Times New Roman, Bookman Old Style, Garamond and Tahoma are good choices.